

Buffalo-Hanover-Montrose Schools School Board Meeting

Monday, March 27, 2023
Board Room
214 - 1st Ave NE Buffalo, MN 55313
7:00 PM
Public Comment
6:30 PM

MINUTES

1. CALL TO ORDER BY Chair Melissa Brings at 7:00 p.m. AND ROLL CALL

Present: Matt Hoffman, Amanda Lawrence, Bob Sansevere, Melissa Brings, Adam Bjorklund, Sheila Smude, Sue Lee

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Sansevere/Hoffman to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report, Erica Kyllonen, Student Council Representative to the School Board

Hall of Fame finalists announced. Spring Break next week. NHS blood drive took place and collected 107 units of blood. Project Fairy Godmother invites students to come and shop for prom items for free. NHS members will be personal shoppers. Prom will be held at the Minnapolist Mariott Northwest on Saturday, May 6th.

B. Proud Of

1. BHS Teams and individuals who qualified for and participated in State Tournaments:

a. Senior Jonah Anderson and Freshman Aiden Herbst - Class AAA State Wrestling Tournament

b. Seniors Ty Kosek, Cooper Polzin and Cayler Roder, Sophomores Ryan Close and Noah Wittke and Freshman Mason Pilcher - Class AA State Boys Swim and Dive Meet

c. Junior Kaylee Dehmer and Senior Audrey Strike - Class AA State Gymnastics Meet

d. Mock Trial Team - State Tournament

e. Knowledge Bowl Team - State Meet

f. Boys Basketball Team - Class AAAA State Tournament. The Team was also named the Class AAAA Academic Champions.

C. Board Calendar Dates

1. Monday, April 10, 2023 Board Workshop 4:30 pm BCMS
2. Tuesday, April 11, 2023 Board Retreat 12:30 pm DC Board Room
3. Saturday, April 22, 2023 ECFE Family Fair 10:00 am – 1:00 pm DES Gym
4. Monday, April 24, 2023 Public Comment Session 6:30 pm DC Board Room
5. Monday, April 24, 2023 Board Meeting 7:00 pm DC Board Room

4. CONSENT AGENDA

A. Personnel

APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointment.

1. Thomas Savoy, Math Teacher at Buffalo High School, effective March 8, 2023. This is a replacement for Jake Klingelhutz/Randy Stoick. This appointment is contingent upon receipt of appropriate licensure.
2. Amber Nelson, long-term substitute ESP at Northwinds Elementary, effective March 6, 2023 and ending May 19, 2023. This is a replacement for Joan Waldron.
3. Nadine Broeffle Two-Rivers, Business Education Teacher at Buffalo High School, effective March 21, 2023. This is a replacement for Brenda Diekman. This appointment is contingent upon receipt of appropriate licensure.
4. Allison Crawford, Special Education ESP at Buffalo High School, effective March 8, 2023. This is a replacement for Melissa Henkemeyer.
5. Tamara Thiele, Special Education ESP at Montrose Elementary School of Innovation, effective March 8, 2023.
6. Ryan Banser, 2nd Shift Custodian at Montrose Elementary School of Innovation, effective March 13, 2023. This is a replacement for Dave Schrupp.
7. April Galle, KidKare Assistant, effective March 7, 2023.
8. Amanda Gross, KidKare Supervisor, effective March 20, 2023.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignation/retirement/termination:

1. Terri Svec, Instrumental Music Teacher at Buffalo Community Middle School, retirement effective June 9, 2023.
2. Jenelle Bryan, 3rd Grade Teacher at Hanover Elementary, retirement effective June 9, 2023.
3. Cindy Gilchrist, 3rd Grade Teacher at Hanover Elementary, retirement effective June 9, 2023.
4. Emily Lindstrom, 4th Grade Teacher at Tatanka Elementary STEM School, resignation effective June 9, 2023.
5. Amy Sparks, English Teacher at Buffalo High School, resignation effective June 9, 2023.
6. Teresa Weise, Math Teacher at Buffalo Community Middle School, resignation effective June 9, 2023.
7. Madison Loomis, Special Education Teacher at Buffalo High School, resignation effective June 9, 2023.

8. Pam Ramsey, 4th Grade Teacher at Tatanka Elementary STEM School, resignation effective June 9, 2023.
9. Emily Burrell, AVID Tutor at Buffalo Community Middle School, resignation effective February 8, 2023.
10. Katie Baumgartner, Special Education ESP at Buffalo Community Middle School, resignation effective March 22, 2023.
11. Ryan Kluver, ESP at Buffalo High School, resignation effective February 24, 2023.
12. Kari Heine, ECFE Classroom Assistant, resignation effective March 22, 2023.
13. Amanda Gross, KidKare Supervisor, resignation effective March 23, 2023.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfers/changes in assignment:

1. Debra Volkenant, transfer from 4th grade to 5th Grade Teacher at Northwinds Elementary, effective August 28, 2023. This is a replacement for Courtney Hinz.
2. Noelle Neubauer, transfer from Kindergarten to 4th Grade at Tatanka Elementary STEM School, effective August 28, 2023. This is a replacement for Emily Lindstrom.
3. Melissa Bertsch, English Teacher at Buffalo High School, transfer from .5 English Teacher, .167 AVID English Teacher and .333 AVID Coordinator to .833 English Teacher and .167 AVID English Teacher, effective August 28, 2023.
4. Michelle Bestland, long-term substitute 2nd Grade Teacher at Hanover Elementary, extension of assignment to end May 10, 2023.
5. Colleen Williams, ECSE ESP, increase from 16 to 22.75 hours/week, effective February 27, 2023.
6. Sunshine Hedlund, Special Education ESP at Tatanka Elementary STEM School, change in assignment from Instructional/Special Education to Special Education, effective February 21, 2023. This is a replacement for Carlee Hinz.
7. Josh Erickson, temporary transfer from 2nd Shift Lead Custodian to Head Engineer at Buffalo Community Middle School, effective February 27, 2023 and ending May 26, 2023. This is a replacement for Kent Melenich.
8. Jayda Knutson, KidKare, change in assignment from Assistant to Supervisor, effective March 1, 2023.

LEAVE OF ABSENCE – Approve the following requests for leave of absence:

1. Kent Melenich, Head Engineer at Buffalo Community Middle School, request for leave of absence effective February 27, 2023 and ending May 27, 2023.
2. Andrea Carlson, 1st/2nd Grade Looping Teacher at Hanover Elementary, date adjustment to ending May 10, 2023.
3. Samantha Dahl, Special Education Teacher at Buffalo High School, request for leave of absence effective August 28, 2023 and ending June 7, 2024.

4. Ross Fishman, Choir Teacher at Buffalo Community Middle School, return from one-year leave of absence, effective August 28, 2023.
5. Traci Pederson, Principal's Secretary at Buffalo High School, request for leave of absence, effective May 8, 2023 and ending May 30, 2023.
6. Cindy Johnson, ESP at Hanover Elementary, request for leave of absence effective February 10, 2023 and ending April 10, 2023.
7. Linda Hoffman, KidKare Supervisor, date adjustment to leave of absence to end March 14, 2023.

B. Check Disbursements

Payroll checks # 9000128670 through 9000130456, and 206451 through 206453 amounting to \$2,458,179.29. P-card disbursement checks 8000002304 to 8000002337, totaling \$181,773.80. Bill-pay wires 810001519 through 8100001537. Employee reimbursement checks 9100004393 through 9100004454 and Accounts Payable checks 401663 through 401889 for the period of January 23, 2023 – March 20, 2023 as follows:

01	GENERAL FUND	3,157,364.89
02	FOOD SERVICE	202,501.44
04	COMMUNITY SERVICE	129,238.89
05	CAPITAL OUTLAY	228,206.39
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	26,283.57
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	39,559.00
47	DEBT REDEMPTION	.00
51	ACTIVITIES	.00
	<u>TOTAL</u>	<u>\$3,783,154.18</u>

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Feb. 21 - Mar. 16) is as follows:

Date	Vendor & Purpose	Amount
02/21/23	WEX – Flex/Health Insurance	\$ 3,228.10
02/21/23	MN Dept. of Revenue – Sales Tax	1,083.00
02/21/23	BCBS - Health Insurance	763,332.44
02/21/23	Alerus	660.00
02/21/23	Delta Dental – Dental Insurance	14,775.01
02/22/23	WEX – Flex/Health Insurance	7,702.52
02/22/23	Delta Dental – Dental Insurance	2,647.35
02/22/23	MN Teachers Retirement Association	216,959.99
02/23/23	WEX – Flex/Health Insurance	612.44
02/23/23	Xcel Energy – Utility	694.06
02/24/23	WEX – Flex/Health Insurance Admin Fee	2,260.75
02/27/23	WEX – Flex/Health Insurance	388.48
02/27/23	Delta Dental – Dental Insurance	7,140.97

02/28/23	MN Teachers Retirement Association	217,390.72
02/28/23	WEX – Flex/Health Insurance	3,379.13
02/28/23	MN Public Employees Retirement Association	76,640.51
02/28/23	District #877 Employees – Employee Payroll	1,310,401.89
02/28/23	IRS USA Tax Pmt – Federal Taxes	419,429.27
03/01/23	Educators Benefit Consultants – Deferred Annuities	58,580.72
03/01/23	Educators Benefit Consultants – Deferred Annuities	120.00
03/01/23	MN Dept. of Revenue - Garnishments/Child Support	426.50
03/01/23	MN Dept. of Revenue – State Taxes	68,989.87
03/01/23	Educators Benefit Consultants – Deferred Annuities	50.00
03/01/23	District #877 Employees – Employee Reimbursement	1,386.39
03/01/23	WEX – Flex/Health Insurance	8,342.00
03/02/23	Xcel Energy – Utility	62.50
03/02/23	WEX – Flex/Health Insurance	4,587.45
03/03/23	WEX – Flex/Health Insurance	1,261.82
03/06/23	Delta Dental – Dental Insurance	11,066.22
03/06/23	WEX – Flex/Health Insurance	280.76
03/07/23	BMO Corporate MasterCard – P-Card	181,773.80
03/07/23	WEX – Flex/Health Insurance	9,417.85
03/08/23	FeePay - Community Ed Fee	5,187.68
03/08/23	WEX – Flex/Health Insurance	807.04
03/09/23	FeePay - Community Ed Fee	1,450.00
03/09/23	WEX – Flex/Health Insurance	245.95
03/10/23	WEX – Flex/Health Insurance	41.42
03/13/23	Delta Dental – Dental Insurance	11,067.27
03/13/23	WEX – Flex/Health Insurance	2,601.00
03/14/23	Cash Management Service Fee - MSDLAF	35.22
03/14/23	WEX – Flex/Health Insurance	2,963.63
03/15/23	District #877 Employees – Employee Payroll	1,152,282.35
03/15/23	MN Teachers Retirement Association	210,911.70
03/15/23	MN Public Employees Retirement Association	54,900.57
03/15/23	IRS USA Tax Pmt – Federal Taxes	367,952.24
03/15/23	District #877 Employees – Employee Reimbursement	2,448.13
03/15/23	WEX – Flex/Health Insurance	50.48
03/16/23	Educators Benefit Consultants – Deferred Annuities	57,804.00
03/16/23	MN Dept. of Revenue – State Taxes	59,421.11
03/16/23	MN Dept. of Revenue - Garnishments/Child Support	426.50
03/16/23	WEX – Flex/Health Insurance	9,707.08
	Total	<u>\$ 5,335,375.88</u>

D. Minutes - February 27, 2023 Regular Meeting

E. Donations/Grants totalling \$11,041.66

Lee/Lawrence to approve

Motion carried 7-0

5. ACTION ITEMS

A. Resolution - Discontinuance of Contract, Presenter: Evan Ronken, Director of Human Resources

Be it resolved that the following substitute teachers, Title I teachers, acting incumbents, yearly and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts. The Superintendent is directed to inform these staff members of their discontinuation and to express the District’s thanks for their services: Nancy Jo Aldrich – substitute, Michaela Anderson – substitute, David

Jungers – substitute, Thomas Savoy – license, Nadine Broeffle Two-Rivers – license.

Lee/Sansevere to approve
Motion carried 7-0

B. Resolution Relating to the Termination and Nonrenewal of the Teaching Contract of Probationary Teachers, Presenter Evan Ronken, Director of Human Resources

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of MEGAN MARTIN, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2022-23 school year.

Lee/Hoffman to approve
Motion carried 7-0

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of ALICIA MALEWICKI, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2022-23 school year.

Hoffman/Smude to approve
Motion carried 7-0

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of ERIN MEGNA, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2022-23 school year.

Lawrence/Bjorklund
Motion carried 7-0

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of ERIN DICKIE, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2022-23 school year.

Smude/Lawrence to approve
Motion carried 7-0

6. REPORTS

A. Out-of-State Trip - Boys Tennis to Eau Claire, WI, Presenter Mark Mischke, BHS Principal

Boys Tennis wish to participate in a tennis tournament at Eau Claire Memorial High School, April 28-29, 2023.

B. Policy Review - #704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, Presenter Ryan Tangen, Director of Finance and Operations

Policy updates are regarding reporting of various assets including leases. Adds classification of leased assets at a threshold of \$25,000.

7. COMMITTEE REPORTS

MH - SEAC

SL – SEAC

SS – CEAC

AB – SWMISD

BS – NWSISD

AL – SEE Regional meeting, 877 Foundation Pork Chop Dinner on April 13

MB – ESP Mediation session, United for Youth

8. SUPERINTENDENT'S REPORT

Legislative Session - Top priorities are education funding – 5% increase each year of the biennium and fully funding the special education cross subsidy and indexing to inflation.

House file 1271 would equalize property taxes.

9. ADJOURN

Sansevere/Hoffman to adjourn at 7:28 pm

Motion carried 7-0

Respectfully submitted,

Adam Bjorklund, Clerk
ISD 877 Board of Education